

**Superior Court of California, County of Tuolumne**  
**Date Posted: May 17, 2005**

**Position Announcement:**  
**Administrative Services Specialist**

**Final filing date:** June 3, 2005

**Salary:** \$13.73 to \$16.76 per hour (Effective July 1, 2005: \$14.72 per hour to \$17.97 per hour)

**For an employment application please visit:**  
<http://www.tuolumne.courts.ca.gov/employment.htm>

**Tuolumne County:**

The County of Tuolumne (population 57,000) was incorporated in 1850 as one of the original 27 counties in the State of California. Stretching from the foothills to the crest of the Sierra Nevada Mountains, Tuolumne County is both a recreation paradise and a wonderful place to live. The County contains historic gold mining towns, the pristine Emigrant Wilderness, world-renowned Yosemite National Park, and numerous lakes and rivers. Its proximity to San Francisco (2 hours) and Sacramento (2 hours) makes the County easily accessible year around.

**Definition:**

Under general supervision, this clerical level position performs a wide variety of advanced journey level, complex, and responsible clerical duties; and/or may assign, direct, and review the work of office assistants.

**Representative Duties:**

1. Performs complex clerical work requiring a thorough knowledge of policies, procedures, terminology, and other applicable regulations.
2. Prepares, types, and proofreads a variety of complex documents (e.g., correspondence, memoranda, reports, forms, spreadsheets, and charts or other graphic representations of information) from instructions, drafts, or dictation.
3. Prepares and maintains records and files.
4. Provides information to the public, employees, and officials; acts as a receptionist, answering telephones, routing calls, taking messages, greeting and directing visitors, maintaining schedules and making appointments.
5. Operates a computer and a variety of other office equipment.

6. Researches information and collects, compiles, verifies, presents, and interprets data for statistical studies and reports.
7. May provide lead direction, plan clerical operations, determine priorities, assign and review work.

### **Judgment and Responsibility:**

Incumbents in this class receive general supervision and may be responsible for leading and coordinating the work of temporary labor and office assistants. Incumbents are responsible for advanced journey level, complex clerical activities and may have extensive public contact, which includes exercising independent judgment when applying policies and procedures. Errors in work or judgment could result in inefficient court operations and poor community relations.

### **Qualification Guidelines:**

Any combination of training and experience that would likely provide the required knowledge and abilities including the knowledge of:

- Modern office practices and procedures;
- Basic computer principles and applications;
- Correct English usage, spelling, grammar and punctuation;
- Basic mathematics; and,
- Financial and statistical recordkeeping techniques are qualifying.

A typical way to obtain the required knowledge and abilities would be: a Liberal arts education with a degree in political science, business or public administration, or any other related discipline; and, three years of increasingly responsible administrative experience, including customer service experience.

### **Benefits:**

- Potential to accrue 176 hours of Personal-Time-Off (PTO), which can be used for vacation or sick leave (216 hrs after 3 years; 256 hrs after 10 years);
- 13 paid holidays per calendar year;
- Eight (8) hours flexible leave per FY;
- \$598.00 per month for the Court's health and welfare cafeteria plan, plus a medical reimbursement plan (Café is 100% refundable if employee has medical coverage elsewhere);
- CalPERS 2% at 55 PERS retirement (employer pays employee's 7%); and,

- An interest-free computer loan program for the purchase of personal computers (after one-year of employment).

**Employment application and Selection procedures:**

- Interested applicants must submit a completed Superior Court of California, County of Tuolumne employment application and a completed response to the three supplemental questions listed below. A resume may be attached, **but not in lieu** of the Court's employment application.
- Applications must be received by 5:00 p.m. on the closing date. Please forward all application material to:

**Superior Court of California, County of Tuolumne**

**Attn: HR**

**41 West Yaney Avenue**

**Sonora, CA 95370**

Fax: (209) 533-6607

- Candidates rated as best qualified, will be invited for a test and/or interview, after which they will be added to a continuous or non-continuous eligibility list.
- If you have any questions concerning the above or wish to request application materials, please call (209) 533-6914 between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday.

**All applicants must attach a written response in narrative form to the following supplemental employment questions:**

- Please describe how you have acquired the desired skills and knowledge to successfully fulfill the role and responsibilities of this position?
- What do you believe are some of the major challenges facing the California Judicial Branch in the next five years?